



**LEON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION  
PROGRAM**



**"Diversity means embracing difference"**

**2003 ANNUAL REPORT**

## INTRODUCTION

Leon County Government subscribes to the philosophy that an appreciation for, and management of a diverse workforce, enhances the quality of life for all citizens of Leon County. The Theme of the 2001-2002 Equal Employment Opportunity Annual Report, "**Diversity means embracing difference**" identifies the efforts of the Equal Employment Opportunity Program to develop and maintain a workforce that is prepared to meet the needs of a diverse and growing community.

This 2001-2002 Equal Employment Opportunity Program's Annual Report reviews, analyzes and compares the Board's workforce demographics to those of the local labor market. It also provides an affirmative action plan to create parity in the utilization of females, African-Americans, and Other Minorities where disparity exists. Also discussed in this report are specific programs and activities that serve to increase community outreach and recruitment efforts. Also, new hires, promotions, and terminations are included. **This report details the Board of County Commissioners workforce demographics for the fiscal year ending September 2002** and will serve as the organization's affirmative action plan until the 2002-2003 report is developed and adopted by the Board of County Commissioners.

Leon County's goal is to hire, develop and maintain a high quality, high performance workforce. Emphasis will continue to be on hiring the most qualified individual for all job vacancies. Through collaborative efforts, administrators, managers, supervisors and other employees improve the level and quality of service to the community. By removing the barriers that differences can sometimes create, Leon County unlocks the untapped resources and talents of all employees.

As outlined in Leon County's Policies and Procedures Manual, it has been the policy of Leon County Board of Commissioners to subscribe to the principle of Equal Employment Opportunity. Units of Leon County Government comply with all federal, state, and other applicable laws prohibiting discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, age, or disabled status.

A copy of this report will be maintained in the Leroy Collins-Leon County Public Library system locations, the County Administration, and all Board divisions. The general public may request copies from the Human Resources Division.

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## ROLES AND RESPONSIBILITIES

**Each employee has a role in the promotion of the Affirmative Action Plan and adherence to the identified goals. Listed below are the responsibilities of each employee:**

The **Board of County Commissioners**, approves goals identified in the Affirmative Action Plan.

The **County Administrator**, has overall responsibility for the administration and enforcement of the Affirmative Action Plan.

The **Employee Relations Coordinator**, monitors, reviews, compiles, and analyzes statistical data on all employment activity. The Employee Relations Coordinator identifies areas of deficiency and provides findings and recommendations for improvement to the County Administrator, Department and Division heads, supervisors, and employees, when appropriate. The Employee Relations Coordinator assists in setting identified goals, monitors progress and informs the County Administrator of the organization's progress in meeting goals of the Plan. The Employee Relations Coordinator designs, implements and monitors internal reporting systems to measure the Plan's effectiveness. The Employee Relations Coordinator investigates all employment complaints of discrimination and disparate treatment and serves as liaison between the Board of County Commissioners and regulatory agencies concerned with civil rights enforcement.

**Group and Division Directors**, along with the Employee Relations Coordinator, are jointly responsible for planning and coordinating efforts in outreach/special recruitment and implementing the goals of the Affirmative Action Plan. The goals are based on the natural attrition or turnover in the organization. Each Department and Division Head is responsible for his or her unit's compliance with the Plan. Department and Division Heads are responsible for identifying assistance needs and notifying the Employee Relations Coordinator when assistance is needed.

**Supervisors**, play a key role in all aspects of the employment process and are responsible for the application and monitoring of the Affirmative Action Plan. Other responsibilities include identifying issues of concern, outreach/special recruitment, and educating staff in the concept, purpose, and goals of the Affirmative Action Plan.

**All Employees**, have a responsibility to foster cooperation, courtesy, respect, and fairness in the workplace.

## GENERAL DEFINITIONS

The general definitions contained in this report are adapted from the Equal Employment Opportunity Commission (EEOC), Chapters 17, 18, 29, and 110.10 CFR.

**Affirmative Action:** A concept which charges employers to take positive steps to improve the work opportunities of racial and ethnic minorities, women, and persons belonging to other groups who have been deprived of job opportunities. Affirmative Action was designed to remedy the effects of past practices of racial and gender discrimination and to afford those affected an opportunity to "catch up" to their rightful place had there been no discrimination.

**Affirmative Action Plan:** A document that compares the distribution of minorities and females in an employer's workforce to that of the available labor market. The plan should include organizational goals, timetables and specific programs indicating how the employer plans to move its workforce from current status to parity with the local labor market. This document is required of all employers who receive federal funds.

**Employment Process:** Includes outreach and recruitment, hiring, job placement, compensation, promotion, transfer, termination, job assignment, and any other activity related to employment.

**Equal Employment Opportunity:** Maintains that everyone has an equal opportunity for employment based upon qualification, regardless of race, color, religion, age, sex, disability, or national origin.

**Labor Market/Recruiting District:** The geographic area from which an employer may reasonably expect to recruit skilled labor to comprise its workforce.

**Managing Diversity:** Acknowledging and valuing the differences of race, gender, and level in the organization and moving toward inclusiveness to obtain the maximum use of all human resources.

**Minorities:** Racial or ethnic groups smaller than or different from the historically larger and dominate group. This term has also been applied to individuals with a disability and veterans.

**Protected Class Groups:** Individuals who have, in the eyes of Congress and the courts, borne the brunt of discriminatory employment practices. Historically, this term has been applied to African-Americans, other racial and minority groups, and females.

**Workforce Composition:** The race, sex, and job classification of an employer's labor force.

**EEO CODE 10 - Administrators:** Occupations in which employees exercise overall responsibilities for execution of policies, or direct individual departments or specialized consultation on a regional, district or area basis.

**EEO CODE 20 - Professionals:** Occupations which require specialized and theoretical knowledge usually acquired through college training or work experience and other training which provides comparable knowledge.

**EEO CODE 30 - Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

**EEO CODE 40 - Protective Service:** Occupations in which workers are entrusted with public safety, security, and protection. Positions such as Animal Control Officer and Mosquito Control Workers are classified in this category.

**EEO CODE 50 - Para-professionals:** Occupations in which workers perform some of the duties of a professional or a technician in a supportive role, which usually requires less formal training and/or experience than is normally required for professional or technical status.

**EEO CODE 60 - Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork required in an office.

**EEO CODE 70 - Skilled Craft:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

**EEO CODE 80 - Service Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, or hygiene of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may also operate machinery.

## DESCRIPTION OF LEGAL AUTHORITY

**Affirmative Action's authority, as applicable to Leon County Board of County Commissioners' policies and practices, is derived from a number of legal sources. Some of the most noted laws regarding Equal Employment Opportunity and Affirmative Action include:**

**U.S. Constitution:** Impose strict limitations on the ability of government (federal, state, or local) to infringe on the rights or interest of any individual in the employment setting when it is acting as an employer. The Fourteenth Amendment prohibits state and local governments from denying any person equal protection of the laws.

**Civil Rights Act of 1871:** Required affirmative relief to insure that those discriminated against in the past because of race, sex, or national origin will gain employment positions they would have attained had there been no discrimination.

**Equal Pay Act of 1963:** Provides equal pay for equal work regardless of sex. This provision of the Fair Labor Standards Act was amended in 1974 to include state and local government employees.

**Title VI of the Civil Rights Act of 1964:** Provides that state and local government units which receive federal funds may not discriminate in the employment practices against persons on the grounds of race, color, or national origin.

**Title VII of the Civil Rights Act of 1964:** Prohibits employment discrimination based on race, color, sex, religion, or national origin. In 1972 the act was amended to specifically include public employers and public schools.

**Age Discrimination in Employment Act of 1967:** Makes it unlawful to discriminate against employees or job applicants because of their age when they are more than 40.

**Title I of the Civil Rights Act of 1968:** Imposes criminal penalties for interference with a person's civil rights, including employment rights.

**Executive Order 11246:** signed into law under Lyndon B. Johnson, requires "affirmative action" by those agencies which receive funds through the federal government. Under this order, employers are instructed to conduct a "utilization analysis" and write an "Affirmative Action Plan" that includes goals and timetables for the increased utilization of minorities and women.

**The Florida Human Relations Act of 1977:** Prohibits employment discrimination based on race, color, religion, sex, national origin, age, disability or marital status. The Act applies to employers of 15 or more people.

**Civil Rights Act of 1991:** Provides new rights such as the availability of compensatory and punitive damages



and the right to a jury trial in discrimination cases and expands certain rights in response to recent Supreme Court decisions.

**The Americans with Disabilities Act:** Title I prohibits discrimination against a qualified individual with a disability in all employment practices and imposes an obligation for employers to make reasonable accommodations unless doing so would impose an undue hardship. The U.S. Department of Justice, Office of Federal Contract Compliance Programs (OFCCP), maintains jurisdiction over those agencies which through contract or subcontract receive federal funds. Title II of the Act requires access for the disabled community to all public programs, services and activities regardless of whether or not these entities receive any type of federal funding.

As a means of monitoring an organization's affirmative action efforts and compliance with applicable laws, the Equal Employment Opportunity Commission requires employers of 15 or more to keep a record of the composition of its workforce by race, sex, and job classification and that such information is provided to them biannually (EEO4 Report).

## LABOR MARKET AND WORKFORCE STATISTICS

The table below displays demographics of the local labor market as captured by the 1990 census. A local labor market is defined as the geographic region in which an organization can reasonably expect to obtain people to make up its workforce. Throughout this report, the labor market may also be referred to as the recruiting district. **Leon County Board of County Commissioners' labor market includes four (4) Florida counties; Leon, Jefferson, Wakulla, and Liberty County, and two (2) Georgia counties - Grady and Thomas County.** EEO surveys which are included in all job applications indicate that these geographic regions account for the greatest percentages of applicants for position vacancies advertised by the Board of County Commissioners. Data shown in the chart below was provided by both the Florida and Georgia Departments of Labor.

**Table 1: Local Labor Market**

Job Category	Total	African American		White		Other		Male		Female	
		No.	%	No.	%	No.	%	No.	%	No.	%
Administrators	23148	3195	13.8%	19484	84.2%	469	2.0%	11923	51.5%	11225	48.5%
Professional	25502	4192	16.4%	20252	79.4%	1058	4.1%	12058	47.3%	13444	52.7%
Technician	6522	1442	22.1%	4700	72.1%	380	5.8%	3480	53.4%	3042	46.6%
Protect Serv.	3164	802	25.3%	2309	73.0%	53	1.7%	2534	80.1%	630	19.9%
Admin. Support	31201	7361	23.6%	22943	73.5%	897	2.9%	7051	22.6%	24150	77.4%
Skilled Craft	16561	4123	24.9%	12027	72.6%	411	2.5%	14229	85.9%	2332	14.1%
Serv. Maintenance	12098	5134	42.4%	6813	56.3%	151	1.2%	10140	83.8%	1958	16.2%
<b>Total</b>	<b>118196</b>	<b>26249</b>	<b>22.2%</b>	<b>88528</b>	<b>74.9%</b>	<b>3419</b>	<b>2.9%</b>	<b>61415</b>	<b>52.0%</b>	<b>56781</b>	<b>48.0%</b>

FI Dept. of Labor (1990 Census)  
 GA Dept. of Labor (1990 Census)

A review of the labor market shows 118,196 employable people within Leon County's recruiting district. Of that number, African Americans number 26,249 representing 22.2%. Whites number 88,528 comprise 74.9%, while 3,419 Other Minorities account for 2.9% of the local labor market. Overall review by gender reveals 61,415 males constitute 52% and 56,781 females comprise 48% of the total.

The table below displays demographics of the Board of County Commissioner's workforce at the close of fiscal year 2002.

**Table 2: BCC 2002 Workforce**

Job Category	Total	African American		White		Other		Male		Female	
		No.	%	No.	%	No.	%	No.	%	No.	%
Administrators	28	5	17.9%	22	78.6%	1	3.6%	21	75.0%	7	25.0%
Professional	133	21	15.8%	108	81.2%	4	3.0%	61	45.9%	72	54.1%
Technician	48	7	14.6%	39	81.3%	2	4.2%	35	72.9%	13	27.1%
Protect Serv.	43	20	46.5%	22	51.2%	1	2.3%	28	65.1%	15	34.9%
Para-professionals	51	11	21.6%	39	76.5%	1	2.0%	24	47.1%	27	52.9%
Admin. Support	134	53	39.6%	78	58.2%	3	2.2%	25	18.7%	109	81.3%
Skilled Craft	38	10	26.3%	28	73.7%	0	0.0%	38	100.0%	0	0.0%
Serv. Maintenance	132	77	58.3%	52	39.4%	3	2.3%	128	97.0%	4	3.0%
<b>Total</b>	<b>607</b>	<b>204</b>	<b>33.6%</b>	<b>388</b>	<b>63.9%</b>	<b>15</b>	<b>2.5%</b>	<b>360</b>	<b>59.3%</b>	<b>247</b>	<b>40.7%</b>

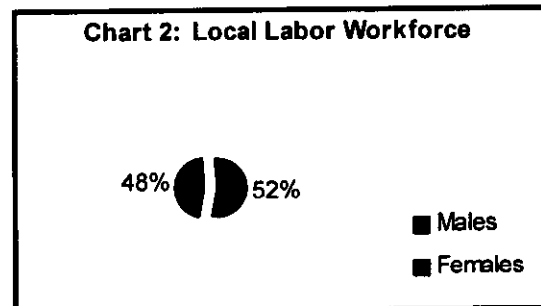
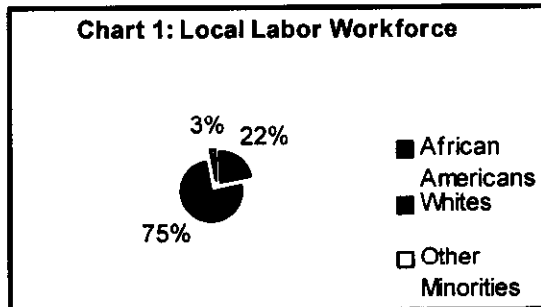
As illustrated above, 2001-2002 workforce consisted of 607 full-time and part-time staff members. Two hundred four (204) African-Americans accounted for 33.6% of the total workforce. Three hundred Eighty-eight (388) whites maintained 63.9%, while fifteen(15) Other Minorities constituted 2.5% of the total. A review of the workforce by gender shows 360 males account for 59.3%, and 247 females represent 40.7% of the workforce.

A plan for affirmative action is based upon a comparison of local labor market availability and the Board's employment of minorities and women. The local labor market has no employees in the para-professional job category, however, the BCC workforce shows fifty-one (51) employees for this job category. This job category will not show a comparative analysis due to non-availability of comparative data. Underutilization occurs when utilization of a protected class in the workforce is 10% or greater than that shown in the local labor market. Underutilization will be addressed beginning on page 23.

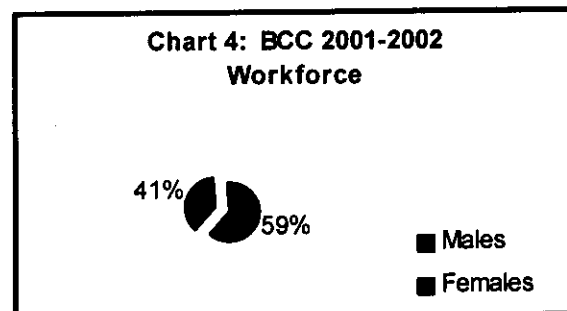
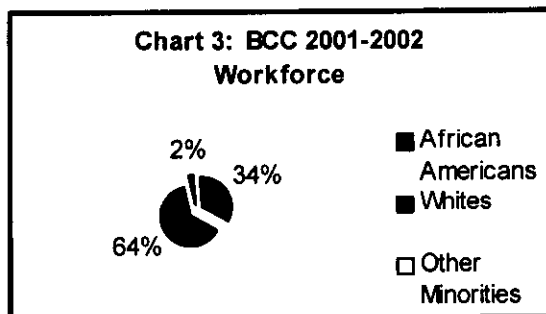
Overall comparison of the local labor market indicates that African-Americans account for 33.6% of the Board's total workforce and 22.2% of the local labor market. Whites represent 63.9% of the Board's workforce and 74.9% of the labor market. A review of the status of Other Minorities, reveals Other Minorities represent 2.5% of the Board workforce and 2.9% of the labor market. A comparison by gender shows males comprise 59.3% of the Board's workforce and only 52% of the labor market. Females constitute 40.7% of all Board employees and 48% of the local labor market.

## PIE CHARTS - LOCAL LABOR AND BCC WORKFORCES

The charts below represent the local labor market demographics and the BCC workforce demographics by race and gender.



The 26,249 African-Americans represent 22.2% of local labor market. The 88,528 White employees represent 74.9% and Other Minorities consist of 3,419 employee or 2.9%. The 61,415 males represent 52%, while 56,781 females represent 48% of the total workforce.

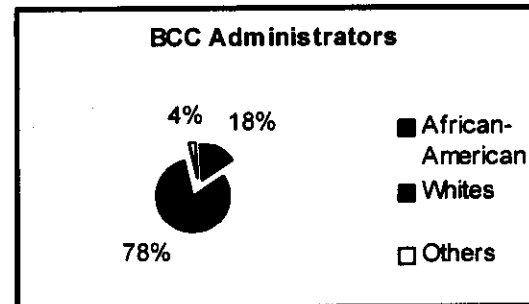
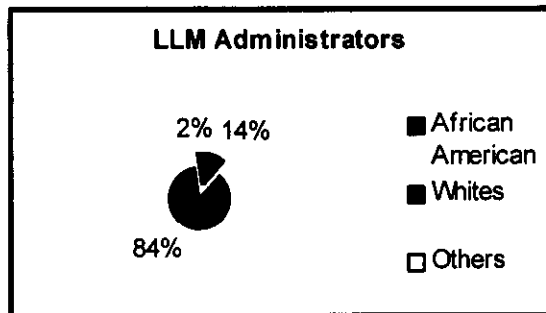


204 African-Americans represent 33.6%, 388 White employees represent 63.9% and fifteen (15) Other Minorities represent 2.5% of the BCC Workforce. The 360 Males represent 59.3%, and 247 Females represent 40.7% of the total BCC Workforce.

## COMPARATIVE ANALYSIS OF WORKFORCE AND LABOR MARKET BY JOB CLASS AND RACE

This section contains a comparison of the racial composition of the Board's workforce to the local labor market for the six counties that supply the majority of the Board's job applicants. This information is presented by job categories to identify areas where protected classes may not be represented adequately.

### Administrators

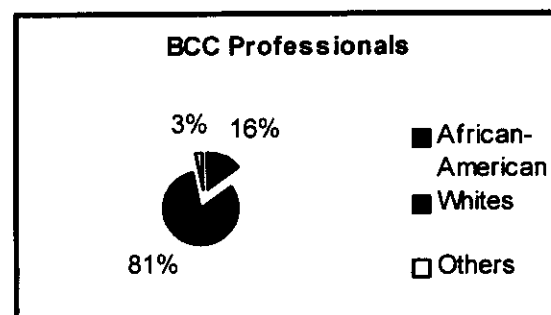
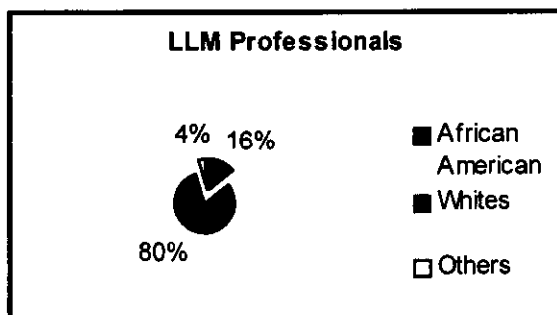


**African-American Administrators.** Five (5) African-Americans who serve in administrators positions as Department and Division Directors as well as Program Managers account for 17.9% of all staff in Official/Administrator positions. Labor market statistics indicate African-Americans administrators represent 13.8% of that market. This would indicate that the Board exceeds the market in the utilization of African-Americans in administrators positions by 4.1%.

**White Administrators.** White employees occupy 78.6% of the Board's administrators positions. Labor market demographics indicate White employees account for 84.2% of all administrators.

**Other Minority Administrators.** One (1) Other Minority represents 3.6% of the organization's workforce. Other Minorities in the labor market represent 2.0% of all administrators.

### Professionals

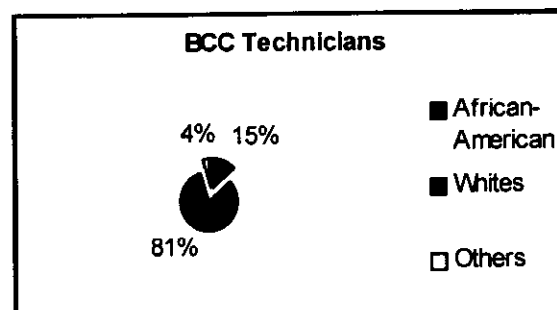
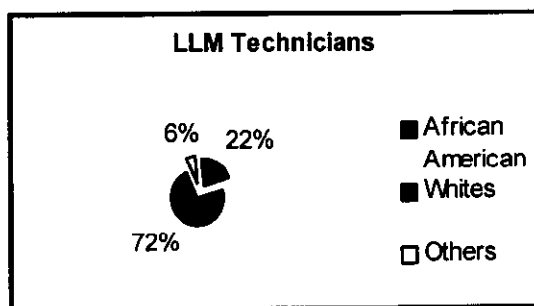


**African-American Professionals.** Twenty-one (21) African-Americans in professional positions constitute 15.8% of all workers in this job category. Review of labor market statistics indicated African-Americans maintain 16.4% of professionals in this class.

**White Professionals.** 108 White employees occupy 81.2% of all professional positions in the Board's workforce. Labor market statistics indicate White employees account for 79.4% of all professionals.

**Other Minority Professionals.** Four (4) Other Minorities in professional positions represent 3.0% of all workers in this job category. The local labor market figures indicate that members of other minority groups account for 4.1%.

### Technicians

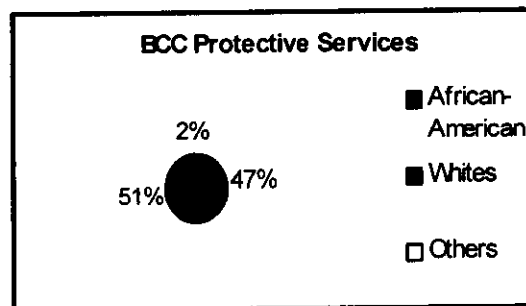
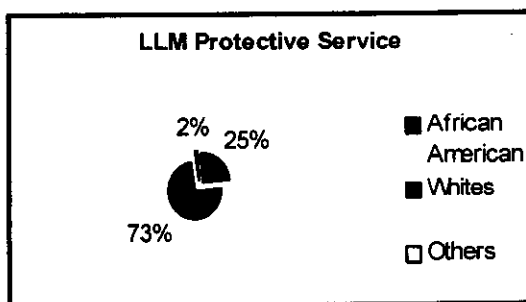


**African- American Technicians.** Of the 48 technicians employed by the Board last year, seven (7) or 14.6% were of African-American decent. Comparatively, African-Americans constitute 22.1% of local labor market in technician-classed positions.

**White Technicians.** Thirty-nine (39) White employees occupy technician positions in the Board's workforce representing 81.3% of all workers in this job category. Labor market statistics indicate White employees maintain 72.1% of all available technicians.

**Other Minority Technicians.** Two (2) or 4.2% Other Minorities was employed in a technician-classed position in the Boards's workforce. Other minority technicians in the labor market maintain 5.8%.

### Protective Service



**African-American Protective Service.** A review of the Board's workforce indicates, there were twenty (20) African-Americans Protective Services employees representing 46.5% of this job category. The local labor statistic shows African-Americans represent 25.3% of available market.

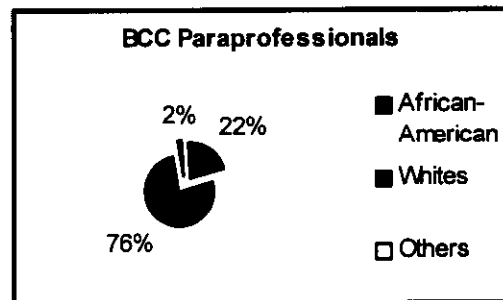
**White Protective Service.** White employees account for twenty-two (22) or 51.2% of all employees in this job category within the Board's workforce. Review of labor market statistics indicates White employees represent 73% of workers in this job class.

**Other Minority Protective Service.** At the close of fiscal year 2002, one or 2.3% of this job category was represented by Other Minorities in the Board's workforce. Local labor market statistics indicate that Other Minorities account for 1.7% of all workers in this class.

### **Para-professional**

A review of the local labor market demographics indicates that there are no employees represented in this job category, however, there are fifty-one (51) employees represented in the Board's workforce.

LLM has no data on this job category

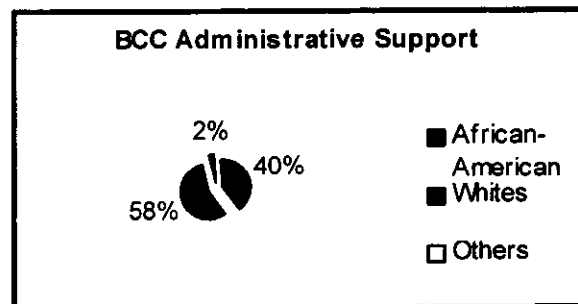
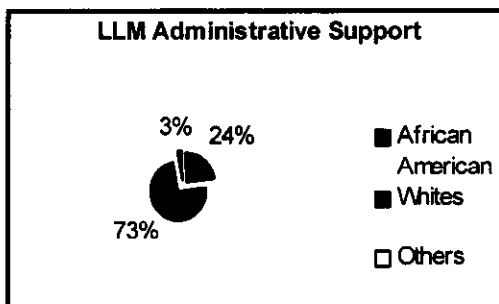


**African-American Para-professionals.** Eleven (11) or 21.6% of Para-professional positions are occupied by African Americans.

**White Para-Professional.** White employees represent 39 or 76.5% of the Board's employees in this job category.

**Other Minorities Para-professional.** One (1) or 2.0% constitutes Other Minorities in this job category.

### **Administrative Support**

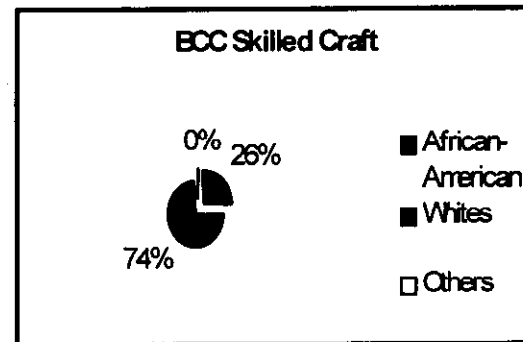
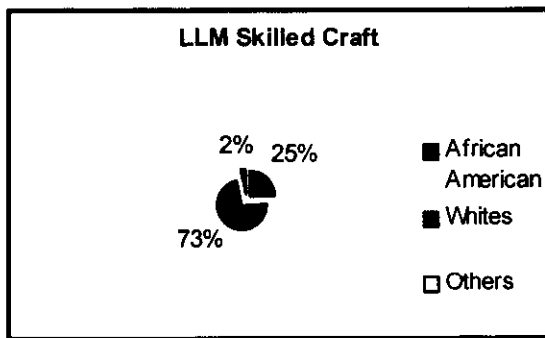


**African-American Administrative Support.** Of the 134 employees who serve as administrative support staff in the Board's workforce, 53 or 39.6% are African-Americans. Labor market statistics indicate African-Americans account for 23.6% of available workers in this job category. The Board exceeds the local market by 15.7%.

**White Administrative Support.** Seventy-eight (78) White employees constitute 58.2% of the Board's administrative support personnel, while in the labor market, White employees account for 73.5% of all workers in the job category.

**Other Minority Administrative Support.** At the close of the Board's Fiscal Year 2002, three (3) Other Minorities held administrative support positions, representing 2.2% of workers in this job category. Employees from Other Minorities groups account for 2.9% of the available local labor market.

### **Skilled Craft**



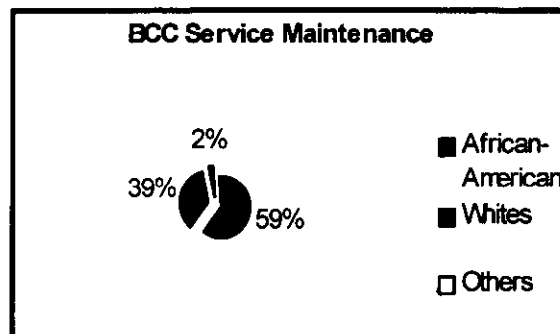
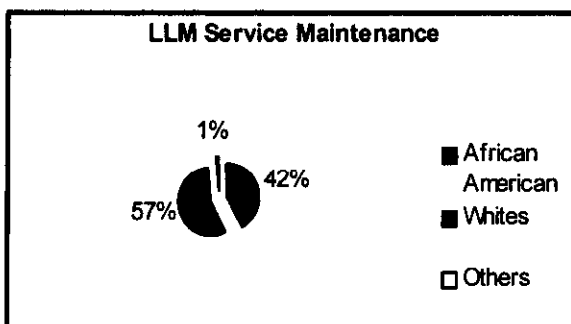
**African-American Skilled Craft.** A review of the Board's demographics indicates ten (10) or 26.3% of jobs in this category are filled by African-Americans. Statistics indicate African-Americans maintain 24.9% of skilled craft positions in the local labor market.

**White Skilled Craft.** Of the thirty-eight (38) employees who work in skilled craft positions, 28 or 73.7% are White. Review of labor market statistics indicates White employees represent 72.6% of all skilled craft workers.

**Other Minority Skilled Craft.** There are no Other Minorities employed in the Board's workforce. Comparatively, Other Minorities represent 2.5% of the skilled craft labor market.



## Service Maintenance



**African-American Service Maintenance.** A review of demographics in the Board's workforce indicates there are seventy-seven (77) African-Americans which constitute 58.3% of employees in this job category. A review of the labor market demographics in this job category reveals African-Americans maintain 42.4% of the total. The Board exceeds the local market in utilization of African Americans by 15.9%.

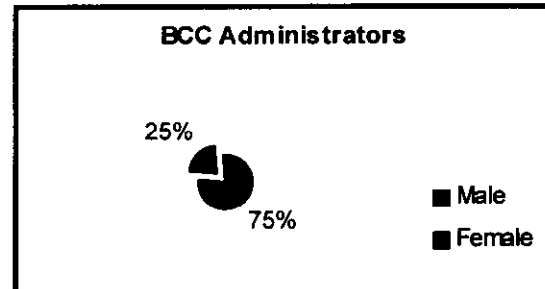
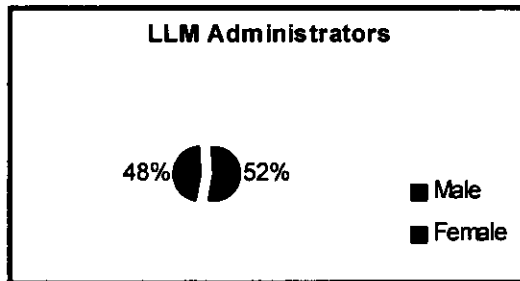
**White Service Maintenance.** Fifty-two (52) White employees account for 39.4% of the 132 employees who occupy these positions in the Board's workforce, while in the local market, White employees maintain 56.3% of the total.

**Other Minority Service Maintenance.** Three (3) Other Minorities account for 2.3% of service maintenance workers in the Board's workforce. Comparatively, Other Minorities represent 1.2% of other minority service maintenance workers in the labor market.

## COMPARATIVE ANALYSIS OF WORKFORCE AND LABOR MARKET BY JOB CLASS AND GENDER

This section contains a comparison of the gender composition of the Board's workforce to the local labor market for the six counties that supply the majority of the Board's job applicants.

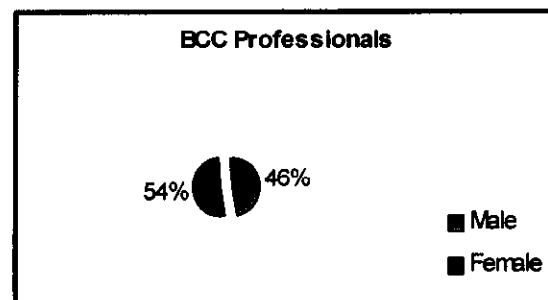
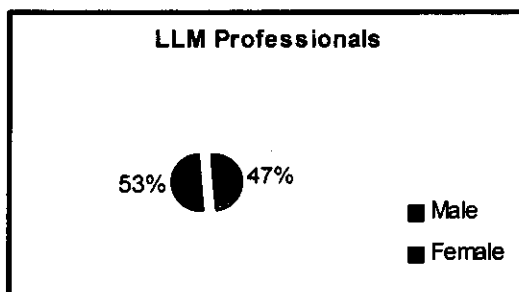
### Administrators



**Male Administrators.** Of the 28 employees who serve in administrator positions as Department and Division Directors as well as Program Managers, 21 or 75.0% are males. Local labor market statistics indicate that males occupy 51.5% of the available workforce.

**Female Administrators.** Of the 28 employees who serve in administrator positions in the Leon County workforce, 7 or 25.0% are females. Comparatively, the available labor market statistics indicate females occupy 48.5% of labor market. The underutilization of females in this job category is 23.5% of available market.

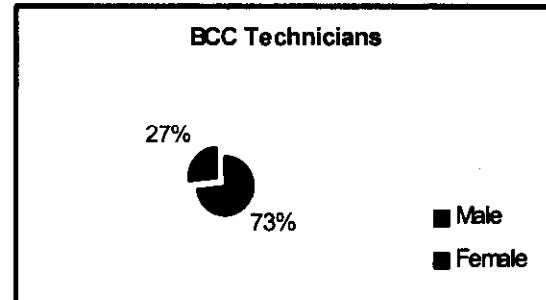
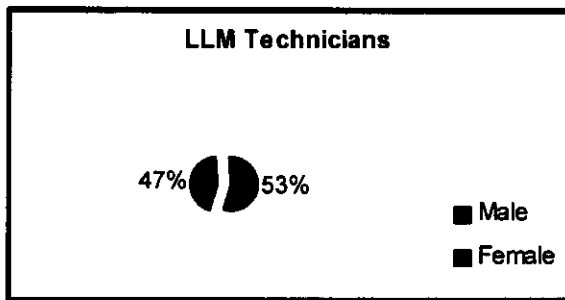
### Professionals



**Male Professionals.** A review of the 133 employees in the Leon County workforce, 61 or 45.9% of the available professionals are males. Comparatively, males occupy 47.3% of the local labor market.

**Female Professionals.** Seventy-two or 54.1% of all professionals in Leon County workforce are females. Females comprise 52.7% of the available local Market.

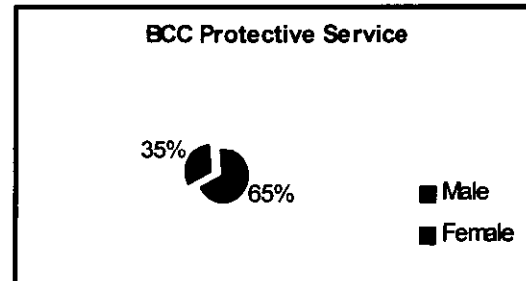
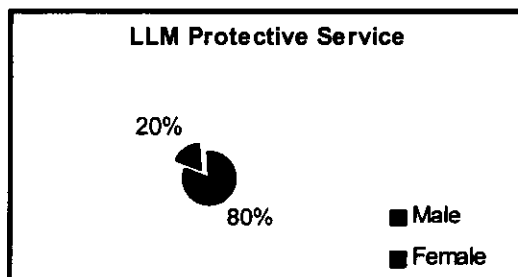
## Technicians



**Male Technicians.** Of the 48 employees who serve as technicians in the Board's workforce, 35 or 72.9% are males. Comparatively, the available labor market statistics indicate males represent 53.4%.

**Female Technicians.** Thirteen females, working as technicians, comprise 27.1% of the total Board's workforce. Comparatively, local labor market statistics indicate females occupy 46.6% of the available workforce. These figures show an underutilization of 19.5% for females in the Board's workforce.

## Protective Service



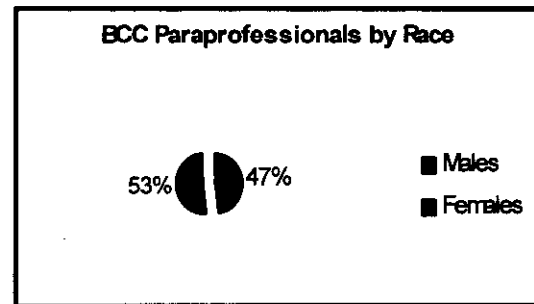
**Male Protective Service.** Males represent twenty-eight (28) or 65.1% of protective service employees in the Board's workforce. Comparatively, males represent 80.1% of the local labor market.

**Female Protective Service.** Fifteen (15) or 34.9% of employees who occupy protective service positions are females. Comparatively, females makeup 19.9% of the available local labor market. The Board exceeds the local labor market by 15.0%

## Para-professionals

There is no comparative data in the labor market demographics to compare the Board's utilization of employees in this job category.

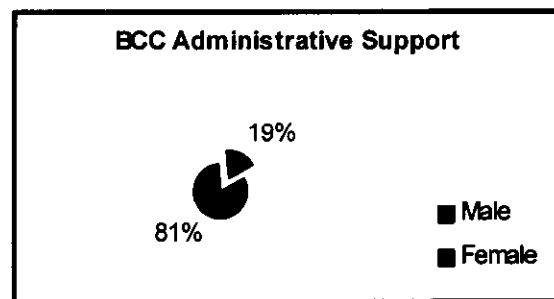
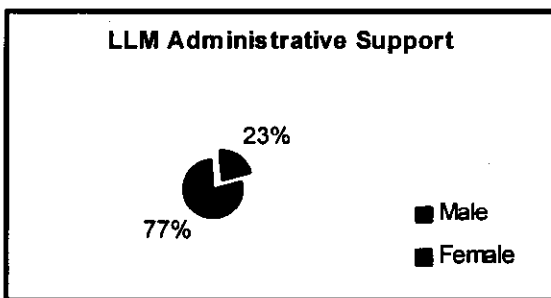
LLM has no data on this job category.



**Male Para-professional.** Male para-professionals represent 47.1% or twenty-four (24) employees of the Board's workforce.

**Female Para-professional.** Twenty-seven (27) employees or 52.9% of the Board's workforce are females.

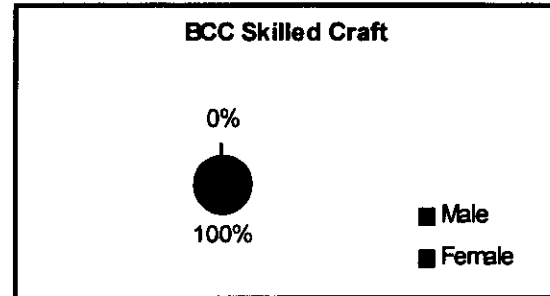
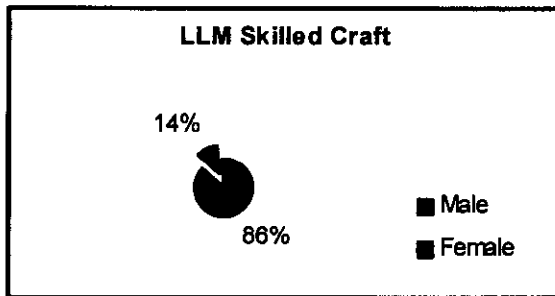
### Administrative Support



**Male Administrative Support.** Of the 134 employees who occupy administrative support positions, 25 or 18.7% are males. Comparatively, the local labor demographics indicate that males occupy 22.6% of this job category.

**Female Administrative Support.** Females account for 109 or 81.3% of all administrative support workers in the Board's workforce. Females represent 77.4% of the local market in this job category. Comparatively, these figures indicate that the Board has no underutilization in this job category.

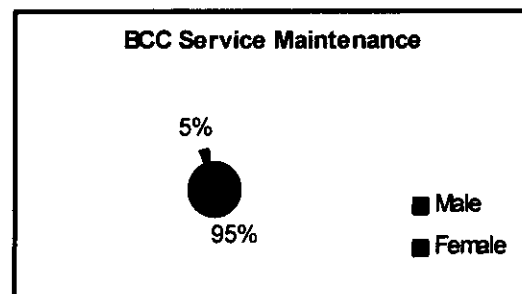
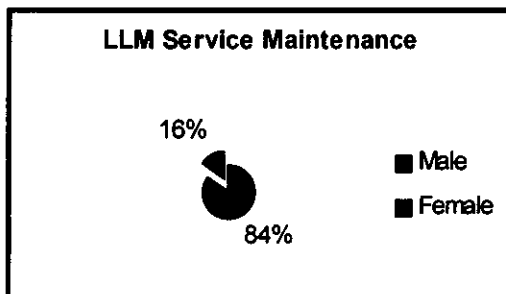
## Skilled Craft



**Male Skilled Craft.** Of the thirty-eight (38) employees in the skill craft job class, males account for 100% of all the Board's workforce. Comparatively, males occupy 85.9% of the local labor market.

**Female Skilled Craft.** At the close of FY 2001-2002, there was no female employee working in this job category. Comparatively, females represent 14.1% of the local labor market which represents an underutilization of females of 14.1%.

## Service Maintenance



**Male Service Maintenance.** Of the 132 employees who are service maintenance workers, 128 or 97.0% are males. Males represent 83.8% of the local labor market in this job category.

**Female Service Maintenance.** Four (4) or 3.0% of females occupy positions as service maintenance workers in the Board's workforce and 16.2% in the local labor market. These statistics show underutilization of 13.2% for females in this job category.

## WORKFORCE REVIEW BY DEPARTMENT

In 2001-2002, the Board organization consisted of four major departments - Management Services, Community Development, Public Works, and Administration, with two administrative divisions - County Administration and County Legal. In total, the organization consists of 35 divisions which operate within the four departments and two independent operating administrative offices. Illustrations on the following pages and tables detail the distribution of employees by job class in the 2001-2002 structure.

**Table 3: County Administration**

Job Category	Total	African American		White		Other			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	0.0%	0	0.0%	1	100.0%		1	100.0%	0	0%
Professional	2	1	50.0%	1	50.0%	0	0.0%		0	0.0%	2	100.0%
Admin. Support	2	0	0.0%	2	100.0%	0	0.0%		0	0.0%	2	100.0%
<b>Total</b>	<b>5</b>	<b>1</b>	<b>20.0%</b>	<b>3</b>	<b>60.0%</b>	<b>1</b>	<b>20.0%</b>		<b>1</b>	<b>20%</b>	<b>4</b>	<b>80.0%</b>

**Table 4: Department of Administration (Public Services)**

Job Category	Total	African American		White		Other			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	5	0	0.0%	5	100.0%	0	0.0%		3	60.0%	2	40.0%
Professional	46	4	8.7%	40	87.0%	2	4.3%		12	26.1%	34	73.9%
Para-professionals	27	9	33.3%	17	63.0%	1	3.7%		5	18.5%	22	81.5%
Admin. Support	65	31	47.7%	32	49.2%	2	3.1%		16	24.6%	49	75.4%
Serv. Maintenance	1	0	0.0%	1	100.0%		0.0%		0	0.0%	1	100.0%
<b>Total</b>	<b>144</b>	<b>44</b>	<b>30.6%</b>	<b>95</b>	<b>66.0%</b>	<b>5</b>	<b>3.5%</b>		<b>36</b>	<b>25.0%</b>	<b>108</b>	<b>75.0%</b>

**Table 5: Department of Management Services**

Job Category	Total	African American		White		Other		Male		Female	
		No.	%	No.	%	No.	%	No.	%	No.	%
Administrators	7	3	42.9%	4	57.1%	0	0.0%	3	42.9%	4	45.5%
Professional	27	4	14.8%	23	85.2%	0	0.0%	14	51.9%	13	64.7%
Technicians	20	2	10.0%	16	80.0%	2	10.0%	11	55.0%	9	43.8%
Protective Service	18	9	50.0%	8	44.4%	1	5.6%	6	33.3%	12	100.0%
Para-Professionals	3	2	66.7%	1	33.3%	0	0.0%	2	66.7%	1	100.0%
Admin. Support	18	9	50.0%	9	50.0%	0	0.0%	5	27.8%	13	52.5%
Skilled Craft	23	5	21.7%	18	78.3%	0	0.0%	23	100.0%	0	0.0%
Serv. Maintenance	9	5	55.6%	4	44.4%	0	0.0%	8	88.9%	1	14.3%
<b>Total</b>	<b>125</b>	<b>39</b>	<b>31.2%</b>	<b>83</b>	<b>66.4%</b>	<b>3</b>	<b>2.4%</b>	<b>72</b>	<b>57.6%</b>	<b>53</b>	<b>42.4%</b>

**Table 6: Department of Community Development**

Job Category	Total	African American		White		Other		Male		Female	
		No.	%	No.	%	No.	%	No.	%	No.	%
Administrators	6	2	33.3%	4	66.7%	0	0.0%	5	83.3%	1	16.7%
Professional	27	3	11.1%	23	85.2%	1	3.7%	18	66.7%	9	33.3%
Technician	5	3	60.0%	2	40.0%	0	0.0%	4	80.0%	1	20.0%
Para-Professional	17	0	0.0%	17	100.0%	0	0.0%	14	82.4%	3	17.6%
Admin. Support	19	7	36.8%	12	63.2%	0	0.0%	2	10.5%	17	89.5%
<b>Total</b>	<b>74</b>	<b>15</b>	<b>20.3%</b>	<b>58</b>	<b>78.4%</b>	<b>1</b>	<b>1.4%</b>	<b>43</b>	<b>58.1%</b>	<b>31</b>	<b>41.9%</b>

**Table 7: Division of County Legal**

Job Category	Total	African American		White		Other		Male		Female	
		No.	%	No.	%	No.	%	No.	%	No.	%
Administrators	1	0	0.0%	1	100.0%	0	0.0%	1	100.0%	0	0.0%
Professional	5	1	20.0%	4	80.0%	0	0.0%	2	40.0%	3	60.0%
Para-Professional	1	0	0.0%	1	100.0%	0	0.0%	0	0.0%	1	100.0%
Admin. Support	4	1	25.0%	3	75.0%	0	0.0%	0	0.0%	4	100.0%
<b>Total</b>	<b>11</b>	<b>2</b>	<b>18.2%</b>	<b>9</b>	<b>81.8%</b>	<b>0</b>	<b>0.0%</b>	<b>3</b>	<b>27.3%</b>	<b>8</b>	<b>72.7%</b>

**Table 8: Department of Public Works**

Job Category	Total	African American		White		Other			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	6	0	0.0%	6	100.0%	0	0.0%		6	100.0%	0	0.0%
Professional	20	4	20.0%	15	75.0%	1	5.0%		13	65.0%	7	35.0%
Technician	23	2	8.7%	21	91.3%	0	0.0%		20	87.0%	3	13.0%
Protective Service	25	11	44.0%	14	56.0%	0	0.0%		22	88.0%	3	12.0%
Para-professionals	3	0	0.0%	3	100.0%	0	0.0%		3	100.0%	0	0.0%
Admin. Support	17	3	17.6%	14	82.4%	0	0.0%		0	0.0%	17	100.0%
Skilled Craft	15	5	33.3%	10	66.7%	0	0.0%		15	100.0%	0	0.0%
Serv. Maintenance	122	72	59.0%	47	38.5%	3	2.5%		120	98.4%	2	1.6%
<b>Total</b>	<b>231</b>	<b>97</b>	<b>42.0%</b>	<b>130</b>	<b>56.3%</b>	<b>4</b>	<b>1.7%</b>		<b>199</b>	<b>86.1%</b>	<b>32</b>	<b>13.9%</b>

**Table 9: Legislative/Administration**

Job Category	Total	African American		White		Other			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	2	0	0.0%	2	100.0%	0	0.0%		2	100.0%	0	00.0%
Professional	6	4	66.7%	2	33.3%	0	0.0%		2	33.3%	4	66.7%
Admin. Support	3	1	33.3%	1	33.3%	1	33.3%		1	33.3%	2	66.7%
<b>Total</b>	<b>11</b>	<b>5</b>	<b>45.5%</b>	<b>5</b>	<b>45.5%</b>	<b>1</b>	<b>9.1%</b>		<b>5</b>	<b>45.5%</b>	<b>6</b>	<b>54.5%</b>

**Table 10: County Commission**

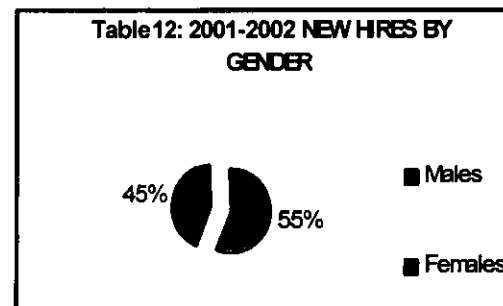
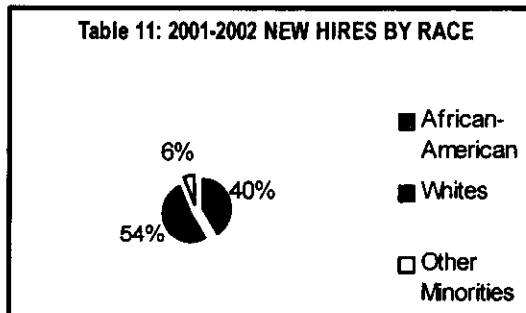
Job Category	Total	African American		White		Other			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrative Support	6	1	16.7%	5	83.3%	0	0.0%		1	16.7%	5	83.3%
<b>Total</b>	<b>6</b>	<b>1</b>	<b>16.7%</b>	<b>5</b>	<b>83.3%</b>	<b>0</b>	<b>0.0%</b>		<b>1</b>	<b>16.7%</b>	<b>5</b>	<b>83.3%</b>



## INTERNAL PERSONNEL ACTIONS

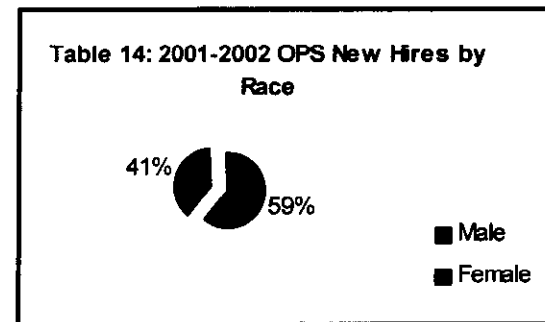
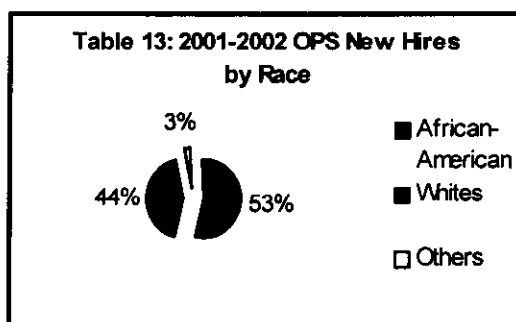
The Equal Employment Opportunity Program also functions as an internal resource for review and possible reduction of race and sex-based claims of discrimination. One preventive method to meet this objective is to monitor internal personnel actions and to evaluate the impact of those actions on the various protected groups. Turnover is defined as all position change actions to include transfers, promotions, demotions, and terminations. For Fiscal Year 2001-2002, the turnover rate, including Other Personal Services (OPS) employees, was 20.6%. The turnover rate without OPS employees was 12.9%. The personnel actions discussed in this report will focus on new hires, promotions and terminations.

### New Hires by Race and Gender



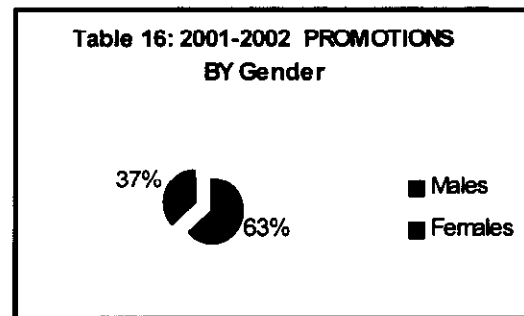
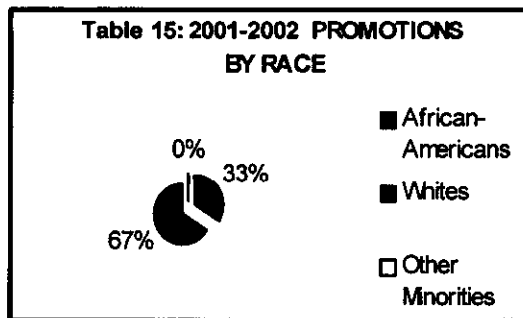
In FY 2001-2002, Leon County brought 139 new employees into the workforce. African-Americans totaled 56 or 40 %, Whites equal 75 or 54% of all new hires, while Eight (8) Other Minorities constitute the remaining 6% of new hires.

A review by gender reveals that females represented 45% and males accounted for the remaining 55% of all newly hired employees.



In comparing the 139 new hires, Thirty-two (32) or 23% were Other Personal Service Employees (OPS). African Americans account for 17 or 53%, Whites account for 14 or 44%, while one (1) Other Minorities account for the remaining 3% of new hires. Males account for 59%, while females account for the remaining 41% of Other Personal Service employees.

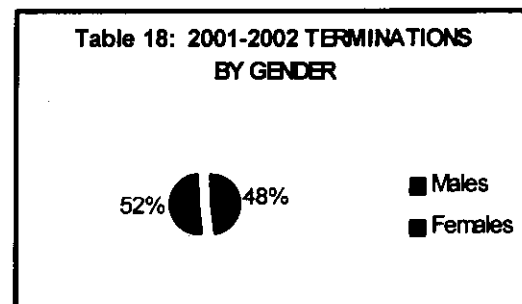
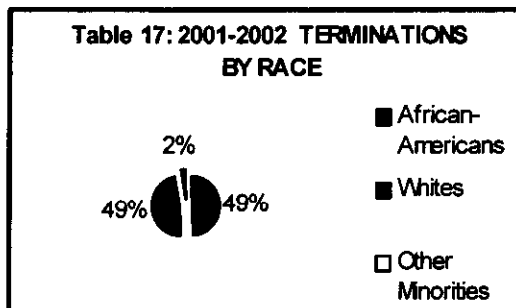
### Promotions by Race and Gender



In FY 2001-2002, Leon County promoted 51 employees. Seventeen (17) African-Americans received promotions which account for 33% of the total. Whites constitute thirty-four (34) employees or 67%. There was no Other Minorities promoted during this fiscal year.

In reviewing the same statistics by gender, thirty-two (32) or 63% of the employees promoted were males, while nineteen (19) or 37% were females.

### Terminations By Race and Gender



During fiscal year 2001-2002, 121 employees were terminated from the BCC workforce. Fifty-nine (59) or 49% were African-American employees, and fifty-nine (59) or 49% were white employees. Three (3) Other Minorities represent 2% of the total employees terminated.

In reviewing the same statistics by gender, Fifty-eight (58) or 48% of terminated employees were males, while sixty-three (63) or 52% were females.

## RECOMMENDATIONS FOR UNDERUTILIZATION

Affirmative Action goals are established to improve job opportunities for those groups whom, in the eyes of Congress and the courts, have borne the brunt of discriminatory employment practices. Included in these groups are African- Americans, women, and other racial and ethnic minorities such as Hispanics, Native Americans, and Asians, to name a few. Individuals with Disabilities and Veterans have also been identified with these groups. Underutilization of these protected groups is revealed through comparison of local market availability and an agency's employment or utilization of those groups; the objective of this process is to create parity. The affirmative action goals identified below represent job classes within the Board's workforce where utilization is more than 10% below the local labor market's utilization of the protected groups.

If disparity is found, Leon County is charged with the responsibility of setting in place programs and other affirmative efforts to remedy the disparity. In analyzing the above, the following recommendations for concentrated affirmative action efforts are submitted for the Board's consideration:

1. **Female Administrators.** In Leon County's workforce, females represent 25.0% of administrator positions. The administrators market for females continues to be an area of focus for special recruitment and other innovative initiatives, however, attrition is the driving force in determining the ability to address underutilization in this job category. Currently the underutilization is 23.5%. The goal, for FY 2002-2003, is one (1).
2. **Female Technicians.** The technicians job category continues to be an area of focus for special recruitment. Within County's workforce, thirteen (13) females occupy technicians position, an increase of four (4) position over FY 2000-2001 staffing. This represents a 4.4% increase in female technicians from last fiscal year. Special recruiting, when job opportunities are available, has assisted in addressing this deficiency, however continuous efforts are being maintained to address this disparity. Currently the underutilization is 19.5%. The goal, for fiscal year 2002-2003, is one (1).
3. **Female Skilled Craft.** Leon County has no female skilled craft workers. Applicant flow statistics indicate a very low percentage of females applying for position vacancies in this job class. Cross-training and special recruitment efforts are being pursued to attract females to this job category. Currently the underutilization is 14.1%. The goal, for FY 2002-2003, is two (2).
4. **Female Service Maintenance.** Leon County's utilization of Females Service Maintenance is 3.0% while Females comprise 16.2% of the Local Labor Market. The Service Maintenance market for females continues to be an area of focus for special recruitment, cross-training and other innovative initiatives. Currently the underutilization is 13.2%. The goal, for FY 2002-2003, is one (1).